

14. Pricing and Negotiation

14.1 Summary

This function is intended to facilitate day to day management of the contract pricing process at the local level while providing meaningful performance measures. It should be used only for contract pricing actions such as:

- Pricing assistance provided to Buying Command or Contract Administration Office negotiators;
- Integrated Product Team (IPT) Pricing participation;
- Delivery Orders issued fully priced by CAOs and Unpriced Delivery Order issuance and/or definitization by CAOs; and
- Provisioned items orders, Change Orders, Over and Above Work Requests, etc. issued and/or definitized by CAOs.

Administrative Changes, Delivery Schedule Extensions, Amended Shipping Instructions and similar efforts should not be included in this function.

When screen 1 first opens, you must select either Open or New (Section 6). The procedures for using these options in the Pricing and Negotiation function are discussed below.

Open



If you want to open a record to view or edit, select Search. (Click on Open in the drop-down list of File options or click on the Open icon.) The Search window (Figure 14.1) will come up on your monitor. This Search window lets you search for a particular:

- Contract/Basic Ordering Agreement (BOA);
- Request For Proposal (RFP)/Request For Quotation (RFQ);
- Unpriced Modification (this includes provisioned items orders and Change Orders issued unpriced);
- Unpriced Delivery Order;
- Modification (this includes definitization modifications and definitive supplemental agreements);
- Delivery Order (this field is for orders issued fully priced);
- Proposal Identification Number; and/or
- Supplemental Proposal Identification Number (this field may be filled according to local needs--see the field description and accompanying caution later in this manual (14.5.1.2).

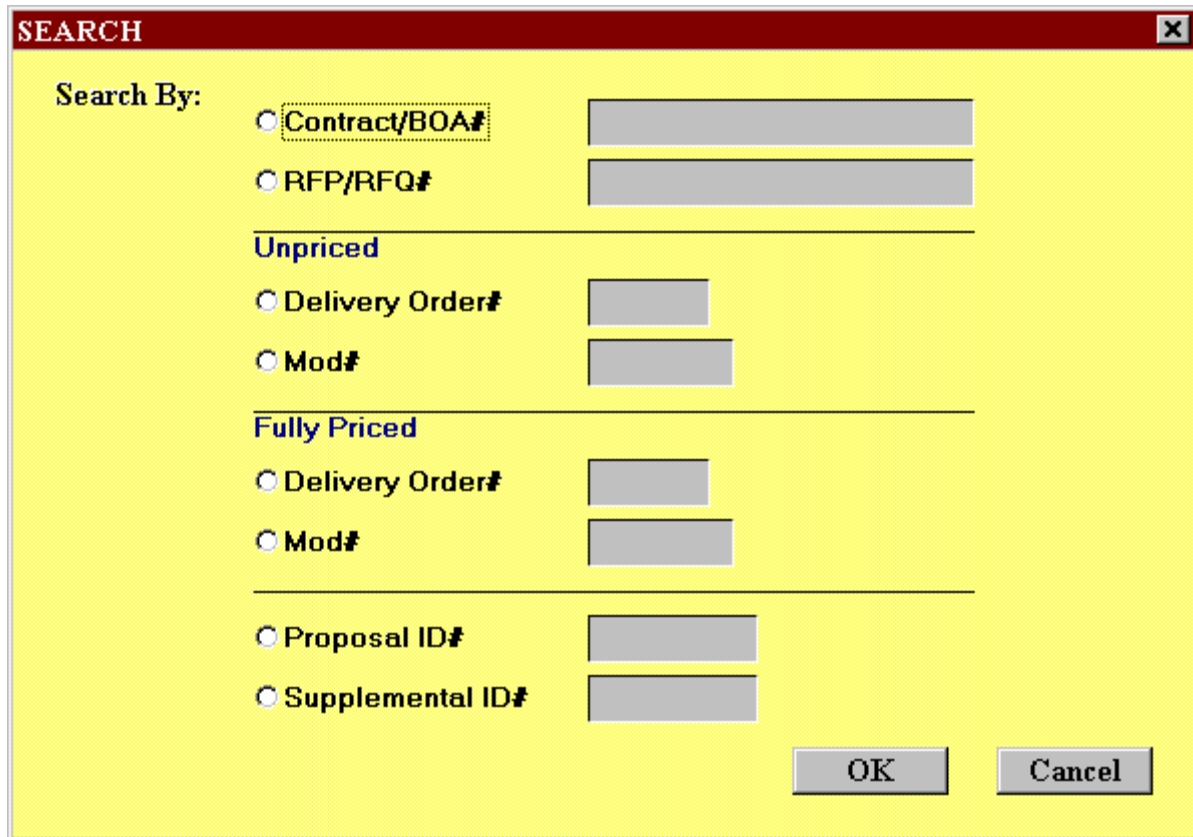
A screenshot of a Windows-style dialog box titled "SEARCH" with a red title bar and a close button (X) in the top right corner. The background is yellow. The text "Search By:" is followed by several radio button options, each with a corresponding text input field to its right. The options are: "Contract/BOA#" (selected), "RFP/RFQ#", "Unpriced" (a section header), "Delivery Order#", "Mod#", "Fully Priced" (a section header), "Delivery Order#", "Mod#", "Proposal ID#", and "Supplemental ID#". At the bottom right are "OK" and "Cancel" buttons.

Figure 14.1 Pricing and Negotiation Search Window

Select the box in front of your choice(s) (multiple selections are possible and often increase your chance of finding the particular record sought). The system places the cursor in the data box. Type in the information for the item you selected, and then click on **OK**. (Note that Contract, BOA, RFP, and RFQ numbers are entered without hyphens). The application searches for records that match your search criteria with three possible results.

- If only one record matches your search criteria, it will automatically be opened.
- If more than one record matches your search criteria, a Search results window will pop up on your monitor. When this window appears, find the record you want, select it, and then click on **OK** to open it.
- If no records are found, a message window (Figure 14.2) will pop up on your monitor to inform you that “No data met your search criteria.”

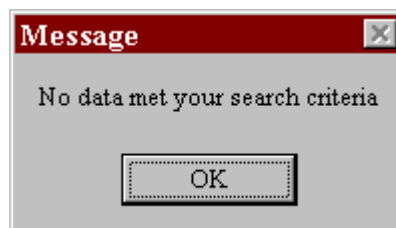


Figure 14.2 No Data Pop-Up Window

New



If you want to add a new record, select New from the drop-down list of File options or click on the New icon. The system will place the cursor in the Team data box of the new record. You can navigate from there to wherever you wish.

14.2 Pricing and Negotiation Screen 1

The top of screen 1 (Figure 14.3) contains basic record identifier information as well as the status of the particular record. The middle section of the screen is divided into three parts: (1) Type of Action--descriptive information relating to the contract action involved; (2) Contract Information--identification of the contract instrument; and (3) UCA Information--identification of the undefinitized contract action (UCA) initiating the acquisition when applicable. The bottom section, indicating whether the Administrative Contracting Officer (ACO) or the Procuring Contracting Officer (PCO) will negotiate the price, determines which screen will pop up as the second screen (dealing with "pricing support provided" for PCO negotiations or "pricing assistance received" for ACO negotiations) for the record.

Figure 14.3 Pricing and Negotiation Screen 1

Note: Numbers in data boxes indicate corresponding section numbers.

14.2.1 Fields for Pricing and Negotiation Screen 1

Basic Record Identifier Information/Status of Record

14.2.1.1 CAO

This protected data box is for the cognizant Contract Administration Office (CAO) code. It is automatically populated based on the Username entered during the log-in process.

14.2.1.2 Team

This field identifies the cognizant team within the Contract Administration Office (CAO). It is automatically populated when a record is created based on the Username entered during the log-in process. It may be overwritten manually if necessary, e.g., when cognizance over a particular contractor is transferred from one team to another when negotiation responsibility for an action is transferred from one team to another.

14.2.1.3 Last Revised

This protected data box is automatically populated with the current (system) date whenever changes to the record are saved.

14.2.1.4 Status

This field is populated by the system based upon the status of the record. When a new record has been inserted and data entered, but not yet saved, it is considered a “New Record.” After a record has been saved, it is considered “Active” until closed. To close a record, click on the “Close” button discussed below. Records that are “Closed” may be viewed but not changed.

14.2.1.5 Program

This field allows the local office to enter a program or weapon system code so that workload and performance for a particular program can be monitored. No specific format is prescribed (up to ten characters may be entered). However, if an office chooses to make use of this field, a local convention should be established to ensure that program names are entered consistently—if not, queries won’t produce the proper result. For example, one user in a CAO may identify a program as “ABRAMS” while his coworker may identify it as “M1A2.” Although it is the same program, the lack of a consistent naming convention will frustrate queries.

14.2.1.6 Contractor

Enter the contractor’s Commercial And Government Entity (CAGE) code in 14.2.1.6A. Then, after you press Tab or Enter, 14.2.2.6B is automatically populated with the associated contractor name. *Note: The CAGE Code is validated against the MOCAS Master Address File, so it must be a valid code.*

14.2.1.7 Close Button

Selecting this button will close a fully completed record thereby allowing no further changes to it. A closed record cannot be changed; therefore, upon selecting this button, the user will

get a chance, in the form of a pop-up window, to confirm this choice. If the decision to close the record is affirmed, the system will check the record to ensure that all required fields for that particular type of action have been filled.

- If the record is determined to be complete (i.e., all required fields filled), after one final confirmation by the user, the record will be closed.
- If required fields are not filled, the user will be prompted to fill the fields. When complete, and after one final confirmation by the user, the record will be closed.

Type of Action Section

14.2.1.8 Acquisition

Indicate the type of acquisition by selecting the circle that corresponds to one of the following: DoD, NASA, Other Federal or Other (e.g., direct foreign Government buys, State or Municipal contract actions). One, and only one, of the choices must be selected before the record can be closed.

14.2.1.9 If DoD, DoDAAC

If the acquisition is for DoD, enter the DoD Activity Address Code (DoDAAC) of the Buying Activity (refer to DFARS Appendix G). It is the same as the first six positions of the Procurement Instrument Identification Number. This field is used to identify our workload to our buying office customers, i.e., identify who are we working for. This field is checked against data in MOCAS, therefore, it must be a valid number. This field must be filled before the record can be closed.

14.2.1.10 Contract Vehicle

One, and only one, of the following choices (New Contract, Delivery Order, Change Order, Provisioned Item Order, O/A Work Requests or Other) must be selected to indicate the kind of contracting action undertaken. This field must be filled before a record can be closed.

14.2.1.11 Competition

Indicate whether the acquisition will be Competitive or Other Than Competitive. Only if the action will result in a new contract (refer to “Contract Vehicle” field above), will “Competitive” be a valid choice. “Other Than Competitive” must be selected if anything other than “New Contract” was selected above.

14.2.1.12 Contract Type

One, and only one, of the choices provided in the pull-down menu must be selected to close the record. The choices correspond to those contained in Block C.5 of DD Form 350, Individual Contracting Action Report (refer to DFARS 253.204-70). The choices are Fixed Price, Firm Fixed Price, Fixed Price W/Economic Price Adjustment, Fixed Price Incentive, Cost Plus Award Fee, Cost Contract, Cost Sharing, Cost Plus Fixed Fee, Cost Plus Incentive

Fee, Time and Material and Labor Hour (refer to FAR Part 16). In the event that the contract being priced includes contract line items of various types, (i.e., hybrid contracts), select the type that represents the greater amount of the contract cost/price.

Contract Information Section

This section contains descriptive information pertaining to the contract instrument. With the exception of letter contracts, no UCAs (e.g., provisioned items orders, unpriced delivery orders) or actions treated similarly to UCAs (e.g., Change Orders) should be included in this section—UCA information is contained in the next section. For example, information concerning a Change Order issued unilaterally would be placed in the UCA Information section whereas information pertaining to the associated supplemental agreement (constituting “equitable adjustment” of the change) would be contained in this section.

14.2.1.13 Contract Action

Indicate whether the action has been (or will be) issued fully priced or whether the action definitizes an existing UCA by selecting the appropriate circle. It is necessary to select one of the two choices to close a record.

14.2.1.14 Contract/BOA #

Enter the 13-character unique Procurement Instrument Identification number (PIIN) for DoD contracts or Basic Ordering Agreements. Do not insert the hyphens—if it is a DoD acquisition (i.e., if you have identified it as such), the hyphens in the PIIN will be inserted automatically. For NASA, Other Federal or Other contracts, you may enter up to 16 alpha-numeric characters—include hyphens as necessary since the system will not insert them (because there is no standard federal procurement instrument identification numbering system/format). This is a required data element unless the action is to result in a new contract; therefore, the field must be filled if you selected any of the following as the Contract Vehicle: Change Order, Provisioned Items Order, Delivery Order, O/A Work Requests or Other.

14.2.1.15 RFP/RFQ #

Enter the 13-character unique Procurement Instrument Identification number for DoD solicitations. Do not insert the hyphens—if it is a DoD acquisition (i.e., if you have identified it as such above), the hyphens will be inserted automatically. For NASA, Other Federal or Other contracts, you may enter up to 16 alpha-numeric characters—include hyphens as necessary since the system will not insert them (because there is no standard federal procurement instrument identification numbering system/format). This is a required data element if the action is to result in a new contract (if you selected “New Contract” as the Contract Vehicle); otherwise, it is optional.

There may be a few cases where formal solicitations are not issued but the anticipated outcome of the pricing action is the award of a new contract, e.g., streamlined sole-source negotiation approaches such as “IPT Pricing” or “ALPHA Acquisition,” unsolicited proposals, etc. In these cases, simply enter a number, in the proper format as necessary, so that a unique record can be created.

14.2.1.16 Order #

Enter the delivery order number (up to 4 characters) as applicable. This field must be filled before a record can be closed if you selected “Delivery Order” as the Contract Vehicle and the order is to be (or has been) issued fully priced. **Do NOT use this field to identify unpriced orders.**

14.2.1.17 Mod #

Enter the modification number (up to 6 characters) as applicable. This field must be completed to close a record if the record is for a UCA to be definitized by the ACO. It must be filled if the action at hand is a change order that will be issued or definitized by the ACO. *Notes: Typically, change orders are issued unilaterally and require a subsequent modification to make an equitable adjustment to the contract price—put the number of the modification providing the equitable adjustment in this field and the change order number in the modification field in the UCA section (discussed below). Albeit infrequently, change orders are issued as supplemental agreements (a strange contracting practice but ACOs have said some buying offices do this)—in such a case, since a subsequent equitable adjustment would not be necessary, the “change order” number should be put in this field, i.e., treat it like any other supplemental agreement.*

14.2.1.18 Issued By

Identify whether the contract or modification will be (or has been) issued by the ACO or the PCO. One or the other must be selected to close the record.

14.2.1.19 Date

Enter the effective date (in MMDDYY format) for the modification or order. This field is required to close the record for contract modifications and delivery orders issued by the ACO.

14.2.1.20 Amount

Enter the amount (up to 11 digits, no cents) of the contract action. This field is required to close the record for contract modifications and delivery orders issued by the ACO.

UCA Information Section

This section keeps track of actions on-hand pending definitization and should improve local management by facilitating queries (e.g., UCAs on-hand over 120 days for which the contractor has not yet submitted a qualifying definitization proposal) that with the manual logs are extremely time consuming.

14.2.1.21 UCA/Change Issuance

Select this button if the action involves a UCA (such as an unpriced delivery order or provisioned items order). Change Orders that are not issued fully definitive, i.e., those that will require the contracting officer to make an equitable adjustment in the future, should also be identified in this section. This is a required data element if you want to enter information in

any of the UCA fields in this section—information pertaining to the UCA, whether issued by the ACO or PCO is also required in order to later enter data concerning its definitization.

14.2.1.22 Unpriced Order #

Enter the Unpriced Order Number (up to 4 characters) when applicable. This field is required to close the record if the UCA/Change Issuance button is selected and Delivery Order was selected as the “Contract Vehicle” section. Either this field, or the Mod # below, is required to close the record if the UCA/Change Issuance button has been selected. Since this field is a key search field it is beneficial to input this information as soon as possible after the Unpriced Order is issued (or received from the PCO).

14.2.1.23 Mod #

Enter the Modification Number (up to 6 characters) for the UCA or Change Order in this field when applicable. Either this field, or the Unpriced Order # above, is required to close the record if the UCA/Change Issuance button has been selected. Since this field is a key search field it is beneficial to input this information as soon as possible after the modification is issued (or received from the PCO).

14.2.1.24 UCA Issued By

Select the appropriate choice to indicate whether the UCA was issued by the ACO or PCO. This field is required to close the record if the action involves an UCA.

14.2.1.25 Date

Enter the effective date (in MMDDYY format) for the UCA (modification or order). This field is required to close the record if the action involves an UCA.

14.2.1.26 NTE Amount

Enter the amount of the ceiling price or not-to-exceed amount (not the obligated amount) for the UCA (up to 11 digits, no decimals). Change Orders are not required by the acquisition laws or regulations to have a ceiling price, but many do—if not, insert your best estimate of its value (use budgetary estimates, maximum Government liability, etc.). This field is required to close the record if the action involves an UCA.

Pricing Information Section

14.2.1.27 Negotiated By

Select the appropriate circle to indicate whether the action will be (or has been) negotiated by the PCO or the ACO (if working on a subcontractor’s proposal, see next paragraph). If you select “PCO Negotiated Actions/All Subcontract Reviews,” the next screen will be the Pricing Info---PCO Negotiated Actions/All Subcontract Reviews screen. If you select “ACO Negotiated Actions,” the Pricing Info—ACO Negotiated Actions screen will be next.

If evaluating a subcontractor’s proposal in response to a request from the CAO cognizant of the prime contractor (i.e., performing an assist/subcontract review), select the “PCO

Negotiated Actions/All Subcontract Reviews” button even if the action will be negotiated by the ACO responsible for the prime contractor. The reason is that, regardless of who will negotiate the prime contractor’s proposal, the task at hand is to provide pricing assistance. The “Pricing Info—ACO Negotiated Actions” screen is for the ACO to keep track of pricing assistance requested. So, in this case, the supporting CAO will have a record for the support provided and the CAO requesting the subcontract review will have a record of having obtained pricing assistance for the subcontract proposal.

14.3 Pricing Info--PCO Negotiated Actions/All Subcontract Reviews Screen

You can access screen 2 by either (1) selecting “Next Page” from the list of Edit options or (2) using the arrows on the tool bar. When you do this, the screen in Figure 14.4 pops up if you selected PCO Negotiated Actions/All Subcontract Reviews at the bottom of Pricing and Negotiations screen 1. This screen is for information related to the type and timeliness of pricing support provided to the PCO (or to either the ACO or PCO if performing an assist/subcontract review. (If you selected “ACO Negotiated Actions”, see Pricing Info—ACO Negotiated Actions section.

Figure 14.4 Pricing Info--PCO Negotiated Actions/All Subcontract Reviews Screen

Note: Numbers in data boxes indicate corresponding section numbers.

14.3.1 Fields for Pricing Info--PCO Negotiated Actions/All Subcontract Reviews Screen

14.3.1.1 Type of Pricing Support Provided

Select the appropriate choice to indicate whether the type of pricing support provided is Integrated Product Team (IPT) Pricing Support/IPT Participation, Special Report, TSN or Other.

Consider involvement in all team-oriented contract pricing approaches such as “IPT Pricing,” “ALPHA Contracting,” “One Pass,” etc. as IPT Participation. Note that if IPT Participation is selected, information concerning price negotiation will also be required—see introductory note in “Negotiation Information” section. If IPT Participation is selected, then no further selections will be allowed in this section (otherwise, multiple selections are possible) because when working in an IPT, the sole focus is on the success of the team in expediting contract award, not the preparation of the individual pricing recommendations.

14.3.1.2 If IPT, Date of RFP/RFQ

If the Type of Pricing Support Provided is IPT Participation, enter the date (MMDDYY format) of the Request for Proposal or the Request for Quotation. The IPT may be formed prior to the release of the solicitation (and actually should be to take greatest advantage of the IPT concept); regardless, enter the date of the solicitation. This field is used to generate cycle time for the acquisition. In some sole source contracting actions, buying offices dispense with a formal solicitation. In such cases, use the date when discussions leading to award of a contract are initiated with the contractor and make an appropriate comment in the Remarks section (discussed later) of the record.

CAO Participants Section

If the Type of Pricing Support Provided is IPT Participation, then at least one individual within the CAO must be identified as a member of the team.

14.3.1.3 If IPT, Identify CAO Participants

Select the name of each individual within the CAO serving on the team from this drop-down list of CAO employees.

14.3.1.4 Pricing Support for

Select the appropriate choice to indicate whether pricing support is being provided for either a prime contract or subcontract.

Pricing Support Provided Section

14.3.1.5 Type of Report

Indicate the type of support (TSNs, Special Reports or Other) being provided--the support need not be in the format of a formal written report (refer to DLAD 5000.4, Field Pricing Support chapter).

14.3.1.6 Date Request Received

Enter the date (MMDDYY format) on which the request for pricing support was received. This field is required to complete a record if you have indicated that pricing support has been requested.

14.3.1.7 Date Due

Enter the date (MMDDYY format) on which the pricing support is due to the customer. Note that this is the date specified in the request—not another date “negotiated” with the customer. This field is required to complete a record if you have indicated that pricing support has been requested.

14.3.1.8 Date Sent

Enter the date (MMDDYY) on which the information requested is provided to the customer. If the information requested is provided telephonically or by electronic media (and is complete and fully responsive to that requested) in advance of a formal written report being prepared, use that date and make a comment to that effect in the “Remarks” section. If multiple reports are requested and submitted separately, use the date that the last (i.e., most recent) report is submitted. This field is required to complete a record if you have indicated that pricing support has been requested unless the request has been cancelled.

14.3.1.9 Date Cancelled

Enter the date (MMDDYY format) on which the request was cancelled as applicable.

14.3.1.10 TSN Analyst

Select the specific employee assigned to the TSN from this drop-down list of CAO employees.

14.4 Pricing Info--ACO Negotiated Actions Screen

You can access screen 2 by either (1) selecting “Next Page” from the list of Edit options or (2) using the arrows on the tool bar. When you do this, the screen in Figure 14.5 pops up if you selected “ACO Negotiated Actions” at the bottom of Pricing and Negotiations screen 1. This screen is for information related to the type and timeliness of pricing assistance received by the ACO (or assigned CAO negotiator) in support of price negotiation. The purpose of this screen is to provide a means for the negotiator to track pricing support requested from other DCMC analysts within the CAO, from other CAOs (DCMC assist), cognizant DCAA office and other DCAA field offices (DCAA assist).

14.4.1.1 Type and Timeliness of Pricing Assistance Received

	Requested	Due	Received	Cancelled	Analyst
<input type="radio"/> TSN	14.4.1.2	14.4.1.3	14.4.1.4	14.4.1.5	14.4.1.6
<input type="radio"/> Add. TSN					
<input type="radio"/> DCAA Audit					CAO Subcontractor Name
<input type="radio"/> DCMC Assist					14.4.1.7 14.4.1.8
<input type="radio"/> Add. DCMC					
<input type="radio"/> DCAA Assist					
<input type="radio"/> Add. DCAA					
<input type="radio"/> Other Assist (Subcontract) Reviews?					

14.4.1.9 How Many? **14.4.1.10**

Figure 14.5 Pricing Info--ACO Negotiated Actions Screen

Note: Numbers in data boxes indicate corresponding section numbers.

14.4.1 Fields for Pricing Info--ACO Negotiated Actions Screen

14.4.1.1 Type of Assistance

Select the choice corresponding to the type(s) of assistance requested (TSN, Additional TSNs, DCAA Audit, DCMC Assist, Additional DCMC Assist, DCAA Assist, or Additional DCAA Assist). If assistance is to be provided by an organization other than DCMC or DCAA

(e.g., Buying Activity, Navy Price Fighters, etc.), you may use the “DCAA Assist” or “Additional DCAA Assist” fields to record the information—you cannot enter it elsewhere because the other “Type of Assistance” fields require information (e.g., Analyst Code, CAO Code) that would not be applicable in this case. Any number (from none to all) of the choices may be selected. Regardless of the type of assistance requested, the definitions for the associated timeliness fields are identical.

14.4.1.2 Requested

Enter the date (MMDDYY format) on which assistance is requested. This field must be filled for all selected types of pricing assistance.

14.4.1.3 Due

Enter the date (MMDDYY format) on which assistance is due. This field must be filled for all selected types of pricing assistance.

14.4.1.4 Received

Enter the date (MMDDYY format) that the requested assistance is received. The date entered should be the date received by the requestor—not the date of the report. If the information requested is provided telephonically or by electronic media (and is complete and fully responsive to your request) in advance of a formal written report being prepared, use that date and make a comment to that effect in the “Remarks” section. Note: if verbal transmission of the review results satisfies your needs, consider dispensing with the formality of a official written report. This field must be filled for all selected types of pricing assistance unless the request is cancelled (and the “cancelled” field filled).

14.4.1.5 Cancelled

Enter the date (MMDDYY format) that a request for assistance is cancelled when applicable.

14.4.1.6 Analyst

Select (or type in) the specific employee assigned to the TSN from this drop-down list of CAO employees. This field must be filled to close the record when the associated type of assistance has been requested (unless the request has been cancelled).

14.4.1.7 CAO

This field identifies the assisting CAO tasked to provide support. The CAO Name is selected from an alphabetized pick list of DCMC field offices. This field must be filled to close the record when the associated type of assistance has been requested (unless the request has been cancelled). *Note: It may be useful for CAOs to run queries on this field to determine which “sister” CAOs are often supporting your office.*

14.4.1.8 Subcontractor Name

This optional field allows for identification of the subcontractor (up to 30 alphanumeric characters) to assist the negotiator in tracking outstanding assist reviews.

14.4.1.9 Other Assist (Subcontract) Reviews?

Select this radio button if other assist reviews (subcontracts) are requested. If this radio button is selected, the number of other assist reviews (subcontracts) must be entered in the “How Many?” data box.

14.4.1.10 How Many?

Enter the number of other assist (subcontract) reviews that are requested. You must enter a number (up to 2 places) in this data box if, and only if, “Other Assist (Subcontract) Reviews” is selected.

14.5 Negotiation Information Screen

This screen contains information about the proposal, negotiation and results of the negotiation. You can access Screen 3 (Figure 14.6) by either (1) selecting “Next Page” from the list of Edit options or (2) using the arrows on the tool bar.

Most of these fields are mandatory (i.e., must be filled for record to be closed) if:

- Negotiation is to be performed by the ACO (or other CAO employee). This is keyed by the selection made on Screen 1 (Negotiated By: “PCO Negotiated Actions/All Subcontract Reviews” or “ACO Negotiated Actions.”)
- Negotiation is to be performed by the PCO with IPT Participation by the CAO. This is keyed by the selection made on Screen 2 Type of Pricing Support Provided: IPT Participation. Note: If difficulty is experienced in obtaining the information required on this screen when working in an IPT, then you are not actually working in an IPT.

All of the fields within the Negotiation Information Screen are optional if the record is for (non-IPT) pricing support for an action to be negotiated by the PCO (e.g., “routine” TSN). Nonetheless, it may be useful to enter information such as Proposal Identification Number (“Proposal ID”) and Supplemental Proposal Identification Number (“Supplemental ID”) to facilitate retrieving the record since these are key search fields (refer discussion of “searching” earlier in this section). Information concerning the dollar value of the proposals (“Contractor Proposal: Amount”) you’re supporting may also prove useful.

The screenshot displays the 'Negotiation Information' window, which is the third screen of a three-part process. It features a menu bar with 'File', 'Edit', 'Functions', 'Administration', and 'Help'. Below the menu is a toolbar with icons for saving, printing, navigating, and searching. The main area is divided into four tabs: 'Contractor Proposal', 'Prenegotiation Objectives', 'Negotiation', and 'Price Negotiation'. The 'Negotiation' tab is currently selected, showing fields for 'Proposal ID' (14.5.1.1), 'Supplemental ID' (14.5.1.2), 'Proposal Due Date' (14.5.1.3), 'Proposal Date' (14.5.1.4), 'Received Date' (14.5.1.5), 'Amount' (14.5.1.6), 'Prepared' (14.5.1.7), 'Approved' (14.5.1.8), 'Target Amount' (14.5.1.9), 'Negotiator' (radio buttons for ACD and PCO), 'Date Negotiated' (14.5.1.11), 'Approved' (14.5.1.13), 'Amount Negotiated' (14.5.1.14), and 'Name' (14.5.1.15). Below these are sections for 'Contractor Supporting Data' (14.5.1.16) with radio buttons for 'Type of Pricing Data' and 'If action exceeds TINA threshold', and 'Other Information' (14.5.1.18) with radio buttons for 'Negotiated under' and 'Status of Contractor's Cost Estimating System'. A 'Remarks' field (14.5.1.20) is at the bottom, with a corresponding section number 14.5.1.19.

Figure 14.6 Negotiation Information Screen

Note: Numbers in data boxes indicate corresponding section numbers.

14.5.1 Fields for Negotiation Information Screen

For Contractor Proposal...

14.5.1.1 Proposal ID

Enter a proposal number/identifier (up to 8 characters). This field is optional and established for CAOs that may find this an easy way to refer to a specific action. However, note that when the record is for the issuance of a fully priced contract action (e.g., delivery order), this field may be necessary to create a distinct record.

14.5.1.2 Supplemental ID

Enter a Supplemental Proposal Identification Number (up to 10 characters). This field is optional and established for local use (ECP #s, internal tracking numbers, etc.). However, a word of caution: if a particular office intends to use this field in queries, it must establish a local convention/definition for this field (similar to the scenario described for the "Program" field on Screen 1).

14.5.1.3 Proposal Due Date

This field contains the date that the contractors definitization proposal is due to the Government. It is automatically populated by adding ninety days to the date the UCA is issued (UCA information screen 1). This date may be overwritten when the UCA provides time frame for submission of qualifying definitization proposal. This field is only required when the action at hand is definitization of a UCA or change order. It is used in cycle time computations.

14.5.1.4 Proposal Date

Enter the date (MMDDYY format) of the proposal. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations. The date entered is the date of the original proposal—it should not be changed; simply reflect additional supporting data submissions by the contractor (updated rates, incurred costs on UCAs).

14.5.1.5 Received Date

Enter the date (MMDDYY format) that the proposal is received in the CAO. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations.

14.5.1.6 Amount

Enter the amount (up to 11 places, no decimals) of the proposal. The amount entered is that of the original proposal. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used to calculate “Return on Investment Cost Avoidances.”

For Prenegotiation Objectives...

14.5.1.7 Prepared

Enter the date (MMDDYY format) on which the prenegotiation objectives are prepared. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations. If a formal Prenegotiation Objectives Memorandum is not prepared (e.g., IPT effort, low dollar value), use a date reflective of when an initial Government position is established and add an appropriate comment in the “Remarks” field.

14.5.1.8 Approved

Enter the date (MMDDYY format) that the prenegotiation objectives are approved. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations. If no approvals are required, enter the date on which negotiation commenced and add an appropriate comment in the “Remarks” field.

14.5.1.9 Target Amount

Enter the target amount (up to 11 digits, no cents) of the prenegotiation objectives. Government prenegotiation objectives, whether prepared as a formal document or otherwise,

may not contain a “target amount” per se (e.g., some documents contain only a minimum and maximum amount). What should be put in this field is the Government’s prenegotiation estimate of a fair and reasonable price for the effort.

For Negotiation

14.5.1.10 Negotiator

Select either the circle in front of ACO or the circle in front of PCO. This choice is required to close records created for ACO negotiations or PCO negotiations supported by IPTs.

14.5.1.11 Date Negotiated

Enter the date (MMDDYY format) the contract or modification is negotiated. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations.

For Price Negotiation Memo...

14.5.1.12 Prepared

Enter the date (MMDDYY format) that the price negotiation memorandum is prepared. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations.

14.5.1.13 Approved

Enter the date (MMDDYY format) that the price negotiation memorandum is approved. This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs since it is used in cycle time computations. If no approvals are required, enter the date on which the price negotiation memorandum was prepared and add an appropriate comment in the “Remarks” field.

14.5.1.14 Amount Negotiated

Enter the amount (up to 11 places, no decimals) negotiated (from the price negotiation memorandum). This field must be filled to close records created for ACO negotiations or PCO negotiations supported by IPTs.

14.5.1.15 Name

This field is applicable to ACO negotiations only. Select the CAO employee chiefly responsible for negotiation from this drop-down list of CAO employees. This field must be filled to close records for under negotiation.

Contractor Supporting Data Section

14.5.1.16 Type of Supporting Data Obtained From Contractor

Indicate the type of information obtained from the contractor in support of its proposed price.

14.5.1.16.1 Certified Cost or Pricing Data

If cost or pricing data was obtained for any portion of the proposed costs then this item should be selected. Refer to FAR 15.804-2.

14.5.1.16.2 Pricing Information

If pricing information was obtained in lieu of cost or pricing data select this choice. Also select this if pricing information was obtained in conjunction with “partial” cost or pricing data (e.g., a prime contractor is required to submit cost or pricing data. However, an exception applies to a particular subcontract cost within the prime contractor’s proposal Thus, cost or pricing data is not obtained for this cost. But, pricing information is still necessary and is obtained). If “full” cost or pricing data is obtained, then this item should not be selected. Pricing information, presently termed “other than cost or pricing data,” includes data submitted on SF1449 (Refer to FAR 15.804-6).

14.5.1.17 If action exceeds TINA threshold & Cost or Pricing data not obtained, basis...

Indicate the basis for the exception from the requirement to submit cost or pricing data. It is possible that more than one of the choices below would be applicable (e.g., a prime contractor is required to submit cost or pricing data. One subcontractor claims and is granted an exception because the supplies it is furnishing are commercial items. Another subcontract is awarded with adequate price competition.). Do not select multiple exceptions simply because a contractor may have been qualified for more than one. Refer to FAR 15.804-3.

Other Information Section**14.5.1.18 Negotiated Under**

Indicate whether the agreement was negotiated under a Forward Pricing Rate Agreement (FPRA), a tailored FPRA, a Forward Pricing Rate Recommendation (FPRR) or No Rate Agreement. *Note: In a given proposal, some indirect costs may be covered by an FPRA, others by an FPRR and still others may be covered under neither—in such cases, select that which covers the greatest amount of the indirect costs.*

14.5.1.19 Status of Contractor’s Cost Estimating System (If Applicable)

Indicate whether the status of the contractor’s cost estimating system is Adequate, Partially Disapproved or Disapproved. Refer to FAR 15.811, DFARS 215.811.

14.5.1.20 Remarks

Type in any additional necessary explanation (up to 250 characters). This field is not an integral part of the “Negotiation Information” Screen—its placement here is simply because of space constraints elsewhere. Insert detail relative to any other field in the Pricing and Negotiation module (or anything else noteworthy that affects this particular action). *Note: The system will not automatically alert you when you exceed 250 characters. If you exceed*

250 characters, a pop-up message will inform you that you can only have 250 characters to save the record successfully. Delete excess verbiage.